# BERNALILLO COUNTY HOUSING DEPARTMENT LEASE/PURCHASE HOMEOWNERSHIP PROGRAM 1900 BRIDGE BLVD., SW

# ALBUQUERQUE, NEW MEXICO 87105 (505) 314-0200

FAX: (505) 842-8149

#### The Application Process will be as follows:

- a. Completed Application Submitted (by mail, in person or by fax)
- b. Records Release Form signed by everyone over the age of 18 who will live in the household.
- c. Copy of PNM Bill, or Lease or Notarized statement from family member verifying individual is living with them and is a current Bernalillo County Resident.
- d. When applications are turned in, a criminal background check will be done on everyone over the age of 18.
- e. Once background check has been completed and approved, a referral letter will be sent to Neighborhood Housing Services or HOME New Mexico with a copy of the application. At the same time, a letter will be sent to the family advising them that they have been referred to NHS or HOME New Mexico with the phone number that they must contact them to begin the approval process. Applications will not be time stamped until homebuyers training and approval from the Lease/Purchase Approval Committee are completed.)
- f. Once the family/individual has completed the application process of counseling and financial qualifications, BCHD will schedule an appointment with the family to go- over the Lease/Purchase Contract.
- g. Once the Contract has been explained, BCHD will authorize the family to begin the search for a home and will provide the family with a list of realtors who can help them find their dream home.
- h. Families will contact BCHD with the address of the home they wish to purchase and provide a copy of the unsigned Purchase agreement and any addendums. The property will have to pass two inspections; an HQS that targets safety related issues and the typical FHA inspection that targets structural, electrical, plumbing and mechanical systems before BCHD will approve the purchase.
- i. Once these inspections have been completed, BCHD will purchase the property and oversee the property management during the lease period.
- j. BCHD's property manager will be responsible for collecting rent and will oversee the overall property maintenance.
- k. BCHD will collect an administration fee of \$25.00 (non-refundable) and a maintenance fee of \$25.00 per month (this fee may be refunded at the end of the Lease Term.)

The goal of the Bernalillo County Housing Department is to help as many families as possible realize the Dream of Homeownership by taking them from renters to homeowners.

## BERNALILLO COUNTY HOUSING DEPARTMENT

#### APPLICATION LEASE/PURCHASE HOMEOWNERSHIP

LAST NAME:		FIRST	FIRST NAME:		M/I	
ADDRESS:			PHONE:			
CITY:		STATE	STATE:ZIP (		'CODE:	
FAMILY STA	TUS: CIRCLE ONE					
	MARRIED	DIVORCED	SINGLE			
ANNUAL INC	COME:	INCOME SOU	URCE: CIRCLE	YES OR NO		
SSI VA WAGES EMPLOYER: <sub>-</sub>	YES NO YES NO YES NO	SOC SECURITOTHER BENEOTHER:	YES YES	NO NO NO NUMBER:		
ADDRESS :_						
HOW LONG E	EMPLOYED:					
RACE:	HISPANIC	ic)		Hispanic) NDIAN/ALASKA	AN NATIVE	
FAMILY MEMBERS			ELATIONSHIP		DATE OF BIRTH	
	to insure that your appli is.	cation is processed in a timely	manner, please m	ake sure you have		
	of the U.S. Criminal Co	ode makes it a criminal offenstatement or representation	se, punishable by	a maximum of to		
	penalty for making a fa a true and full statemo	lse statement under the Unit ent.	ed States Crimin	al Code, I hereby	certify that the above	
DATE:		SIGNATURE:				
		Dept. Signa	ture:			

### BERNALILLO COUNTY HOUSING DEPARTMENT 1900 BRIDGE BLVD SW ALBUQUERQUE, NM 87105 (505) 314-0200

\*\*All household members 18 years or older must fill out the information listed below and sign the form\*\*

# AUTHORIZATION TO REVIEW RECORDS (PRIOR CONVICTIONS, ARRESTS OR PENDING CASES)

TO: All District Attorneys' Offices

Attention: Records Division

FROM: Bernalillo County Housing Department

1900 Bridge Blvd SW Albuquerque NM 87105

(505) 314-0200 Office (505) 842-8149 Fax

I/We the undersigned give the representatives of the Bernalillo County Housing Department permission to review and obtain copies of all above referenced information filed with the District Attorney's Office on me/us.

I/We agree to indemnify and hold harmless Bernalillo County and the Bernalillo County Housing Department, and any of its employees, against any liability as a result of my representative(s) reviewing information on file with the District Attorney's Office.

The Bernalillo County Housing Department requests this data pursuant to the Public Records Act.

PRINTED NAME	MAIDEN NAME	DATE OF BIRTH	SOCIAL SECURITY #	SIGNATURE